**When should you arrive for an interview?**

Arrive no more than 15 minutes prior to your scheduled interview, unless otherwise requested. If you arrive more than 15 minutes earlier, find a nearby coffee shop or park and prepare for your interview, until you are ready to head in. You do not want to make it awkward for the interviewer by showing up more than 15 minutes earlier.

**Three Mistakes to Avoid During an Interview**

Do not lie! Be yourself. - Always be honest and speak about what is true to you.

Make a good first impression. Know about the person interviewing you. Google is a great resource! Use Google to research the company and the interviewer.

**What to Wear to Your Interview?**

**Professional Business Attire v. Business Casual Attire**

Dress to impress - No torn jeans or ripped up shoes.

Professional/Business Interview

Men: Button down shirt, tie, slacks and suit jacket or sweater (no hood)

Women: Statement dress, skirt or pant suit, or blouse and dress pants. A suit jacket always makes the attire look more professional.

\*Solid colors are best.

Business Casual/Non-Professional Interview

Men: Polo shirt, sweater, or button down, and Khakis

Women: Solid color polo shirt, or knit shirt, and dress pants or skirt

Trim your nails, have a neat hairstyle, little to no cologne/aftershave or perfume.

**Five Brilliant Questions to Ask at the End of your Interview.**

Always have a question ready at the end of your interview.

1. Give yourself a chance to re-answer a question and measure how well you are doing. Before you begin asking questions, ask the interviewer if there is anything they would like to elaborate on. You can do so by saying:

Yes, I do have a few questions, but before I continue, I am wondering if I have answered all of your questions. Would you like me to explain anything further?

1. Who do you think would be the ideal candidate for this position, and how do I compare? This question is recommended because it is a quick way to figure out whether your skills align with what the company is looking for in a candidate. If they don't mesh well, then you know to walk away instead of wasting your time pursuing the wrong position for yourself.
2. What do you like about working for this company? This question gives you an opportunity to get an insider's view on the best part about working for this company.
3. If you were to hire me, what might I expect in a typical day? This question shows your eagerness about the position, and it also gives you a better idea about what the job will be like daily, and you can decide whether you really want to pursue this opportunity or not.
4. Is there anything we have not covered that you think may be important to know about working here? This is a good wrap-up question and gives you a break from doing all of the talking. It may even answer questions you did not even know to ask but are important.

**Salary Negotiations - Know your worth!**

Provided below are several websites that offer salary information. Know the market value for your skills by researching salary ranges for your desired position and industry. This will assist you in your salary negotiations! *Pro tip: Always write “Negotiable” under desired salary on our application.*

[NACE](https://www.jobsearchintelligence.com/etc/jobseekers/salary-calculator.php)

[Glassdoor.com](https://www.glassdoor.com/Salaries/index.htm)

[Salary.com](http://salary.com/)

[Monster.com Salary Center](http://promotions.monster.com/salary/?WT.mc_n=SRCH/?s_kwcid=salary%20wizard%257C734043259)

[US Bureau of Labor Statistics](http://stats.bls.gov/)

Note\*\* All text should be on a white page and the text color is (Blue, Accent 1, Darker 50% or in the color grid it’s the 5th blue column from the left, last deep blue) Times New Roman, 12pt, “Justify” alignment. The Header logo should appear at the top and L3V3L Up! At the end.